



POSTPONEMENT PROCEDURES

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I. POLICY

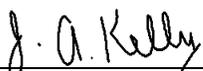
Agents/inspectors will notify their supervisors as soon as possible if they are scheduled for vacation on a day they are summonsed to appear in court. The agent/inspector will attend the court date that is received **first**.

It is the ultimate responsibility of the summonsed agent/inspector to assure that the postponement requests are made.

II. PROCEDURES

1. The agent/inspector will send a written correspondence to the appropriate jurisdiction, requesting postponement of the case and the reason(s) why the request is being made. If there is a time issue, the concerned agent/inspector will telephone the jurisdiction to request a postponement. **NOTE:** The court has the final determination in postponing cases.
2. A copy of the request will be filed in the agent/inspector court file in the FED Bureau Records Section. When a postponement is received, it will be attached to the original postponement request.
3. If a postponement notification has not been received 2 days prior to the scheduled court date, the agent/inspector will contact the appropriate jurisdiction to confirm if the postponement has been granted. The agent/inspector will notify his or her supervisor of the outcome of the request. In addition, the agent/inspector will obtain the name and position of the person whom he/she spoke to regarding the postponement, and forward that information to their supervisor.
4. Special circumstances may occur in postponement requests. If this should occur, agents/inspectors should consult with their immediate supervisor.

III. CANCELLATION: None.



Jeffrey A. Kelly, Director.